

# Kentucky's Highway Incident Management Task Force

## "Kickoff Meeting" Summary

March 7, 2006

### Meeting Attendees:

General Maxwell C. Bailey	Kentucky Emergency Management
Steve Becraft	Kentucky Association of EMTs
Scott Burrows	Towing and Recovery Association of Kentucky
Ronnie Day	State Fire Commission
Jerry Domidion	Jessamine County EMS
Robert Francis	Kentucky Department of Environmental Protection
Shari Greenwell	Kentucky Transportation Cabinet
Lt. Col. Dean Hayes	Kentucky State Police
Ron Herrington	LFUCG – Traffic Safety Coalition
Allen Johnson	Kentucky Firefighters Association
Chief Mike Kendall	Paris Police Department
Chuck Knowles	Kentucky Transportation Cabinet (Task Force Chair)
Tim Koenig	Erlanger Fire Department / Kentucky Association of Fire Chiefs
Mitch Mitchell	APCO
Jack Nevin	Louisville Regional Incident Management Task Force / TRIMARC
Frankie Shuck	Kentucky Association of Fire Chiefs
John Smoot	Kentucky Vehicle Enforcement
Duane Thomas	Kentucky Transportation Cabinet
George Wilson	Taylor County Fire Department
Connie Wooley	Campbellsville Fire Department
Monica Barrett	Kentucky Transportation Center

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Chuck Knowles welcomed those in attendance and allowed time for self-introductions.

A sign-in sheet was circulated and everyone was asked to verify (or add) his/her contact information.

Copies of the presentation and the draft Task Force Interagency Agreement were also distributed. (Refer to attachment A for a copy of the presentation and attachment B for a copy of the Interagency Agreement.)

After reviewing the meeting agenda, Chuck started the discussion on the formation of the Highway Incident Management Task Force. The mission statement was reviewed and a suggestion to add "of first responders and motorists" to it was agreed upon. The revised mission statement now reads: *"The mission of the Task Force is to improve safety of first responders and motorists and reduce delay on Kentucky's roadways by providing direction and oversight to Kentucky's Highway Incident Management Program."* The membership of the Task Force was reviewed and the following agencies were suggested as additions:

- Louisville Public Works (Mr. Mark Adams)
- State Fire Marshall's Office
- Insurance Institute of Kentucky

The Task Force Interagency Agreement was reviewed. The Task Force agreed it was a good draft version. A suggestion was made to have the Cabinet's legal team review the document in order to get the correct language necessary for this type of agreement. Also, the document will need to be reviewed just prior to signing to make certain that the names of the chair/president of the agencies listed are correct.

Monica Barrett gave an overview of Kentucky's Highway Incident Management Strategic Plan.

Chuck reviewed the current research project "Incident Management Strategic Plan Recommendations" objective and tasks. Each task is discussed below.

Task 1: Formation of IM Task Force

This task was skipped because it was discussed earlier in the meeting.

Task 2: Enhancement of Local IM Teams

A map of the current incident management teams, as well as suggested areas for the development of new IM teams was presented. The Task Force suggested developing a new IM team in the Bowling Green and Pikeville areas initially. General Bailey offered to contact his area managers in those regions (Bowling Green – Tony Keithly and Pikeville – Marcia Salyer) to help with this development. A suggestion was also made to contact Chief Jerry Brown with the Bowling Green Fire Department as a source to help with this development.

General Bailey said he would review the incident management information to see how it could be incorporated into his organization on a county level.

The "emergency response vehicle parking" initiative generated much discussion. From that discussion, it was suggested that a small subcommittee of the Task Force be formed to obtain and review other response plans from around the county to determine a "best practices" document. This document, after review by the entire Task Force, could then be incorporated into state-level responder training provided by DOCJT, KTCTS, etc.

Task 3: Share Information on the IM Program

Monica reviewed the conferences (and dates) where presentations on the IM Strategic Plan will be made. It was suggested that a condensed version of the IMSP be made and distributed to the Task Force so members could present the information to their respective agencies. Another suggestion was to draft an article about the IMSP information for printing in responder publications such as "Smoke Signals". KTC will contact the Task Force for more information on the responder publications. Ronnie Day shared information about a citizen awareness training course and the Kentucky State Fire School Conference (in June). KTC should contact him for more information. KTC should contact Bill Martin for more information on the Kentucky Association of Fire Chiefs Conference (in November) and Steve Becraft for more information on the Kentucky Association of EMTs Conference.

Monica presented information of "How to respond to an Incident." General Bailey suggested teaming with the Drive Smart program to distribute this information.

Task 4: Establish Performance Measures

Monica reviewed the information pertaining to performance measures.

#### Task 5: Implement Action Strategy Steps


Chuck suggested waiting to decide on the course of action to take on this task due to the other items that came out of this meeting that need to be accomplished. If necessary, this task may be revisited at the next meeting.

The meeting was adjourned around 11:00 am. Action items from the meeting include:

- **KTC will update the Task Force membership list to include the additional agencies mentioned during the meeting.**
- **KTC will update the Task Force Mission Statement to reflect the changes discussed at the meeting.**
- **Chuck Knowles will work with the Cabinet's legal team to review the language in the Task Force Interagency Agreement before signatures are obtained.**
- **KTC should facilitate the early steps for establishing incident management teams in the Bowling Green and Pikeville regions.**
- **General Bailey will contact the area managers in Bowling Green and Pikeville to help with the development of the new IM teams.**
- **General Bailey will review the incident management information to see how it could be incorporated into his organization on a county level.**
- **KTC will condense the presentation on the IMSP for distribution to the Task Force members.**
- **KTC should identify responder publications and submit an article on the IMSP.**
- **KTC should contact Ronnie Day for more information about a citizen awareness training course and the Kentucky State Fire School Conference (in June).**
- **KTC should contact Bill Martin for more information on the Kentucky Association of Fire Chiefs Conference in November.**
- **KTC should contact Steve Becraft for more information on the Kentucky Association of EMTs Conference.**
- **KTC should work with Drive Smart to distribute the "How to Respond to an Incident" information.**
- **KTC will create and facilitate a subcommittee of the Task Force to review national response plans, including emergency responder vehicle parking, for inclusion as a "best practices" document in responders' training.**
- **KTC should schedule the next Task Force meeting in May 2006 (after the KY Derby).**

# Kentucky's Highway Incident Management Task Force


\*\*\*Kickoff Meeting\*\*\*  
March 7, 2006 – 9am




# Welcome & Introductions

❖ Chuck Knowles

# Meeting Agenda



- ❖ The Task Force
- ❖ Kentucky's Highway Incident Management Strategic Plan
- ❖ Research Project: IM Strategic Plan Recommendations
- ❖ Other Business
- ❖ Review of Action Items / Next Meeting
- ❖ Closing



# The Task Force

- ❖ Proposed Mission Statement
- ❖ Organization/Membership
- ❖ Expectations

❖ Chuck Knowles

# Proposed Mission Statement

The mission of the Task Force is to improve safety and reduce delay on Kentucky's roadways by providing direction and oversight to Kentucky's Highway Incident Management Program.

# Organization / Membership

- ❖ Invitations sent to:
  - ❖ State-level Agencies involved with Incident Management
  - ❖ Local Incident Management Teams
- ❖ Any follow-up invitations needed?
- ❖ Chuck Knowles will serve as Chair of the Task Force
- ❖ Affiliated with Governor's Executive Committee on Highway Safety
- ❖ Communications for the Task Force will primarily be sent through e-mail

## Organization / Membership

Ambulance Providers' Association	Kentucky State Police
Association of Chiefs of Police	Kentucky Transportation Cabinet
Association of EMTs	Kentucky Vehicle Enforcement
Association of Fire Chiefs	Lexington - Traffic Safety Coalition
Association of Public-Safety Communications Officials	Louisville - Freeway IM Task Force
Board of Emergency Medical Service	NKY - Regional IM Task Force
Department of Environmental Protection	Professional Firefighters' Association
Federal Highway Administration	Sheriff's Association
Firefighters' Association	State Fire Commission
Kentucky Emergency Management	State Medical Examiner's Office
Kentucky Emergency Number Association	Towing and Recovery Association
Kentucky Motor Transport Association	

## Expectations

- ❖ An "Interagency Agreement" will be established for this Task Force and a press release will be issued to announce its formation.
- ❖ The Task Force is being established for an indefinite period of time and is expected to meet 3-5 times per year.
- ❖ **Duties:**
  - ❖ Review highway incident management initiatives and implement in Kentucky where necessary

## Kentucky's Highway Incident Management Strategic Plan

❖ KTC Staff

## Background

- ❖ Developed to provide a vision and strategy for significantly improving all aspects of incident management
- ❖ Started as a research project funded by the Kentucky Transportation Cabinet and directed by a multi-agency Study Advisory Committee
- ❖ Primary input was from Kentucky's Incident Management stakeholders and other state and national programs

## Kentucky Highway Crashes



- ❖ Total number reported – **133,718**
- ❖ 102,931 non-injury / property damage only
- ❖ 29,933 nonfatal injury
- ❖ 854 fatal



*Kentucky Traffic Collision Facts, 2004*


## Secondary Crashes



- ❖ Crashes that occur as a result of a previous crash
  - ❖ Estimated that secondary crashes account for 20% of all crashes
- ❖ Two locations of considerable safety hazards
  - ❖ At the scene
  - ❖ Miles upstream where traffic is coming to an unexpected stop

## Danger for Responders

Some Headlines . . .



"MD Trooper Hit, Killed at Rt. 50 Crash Site"

"Five Ohio Responders Struck at Highway Accident Scene"

"NM Officer Recovering After Being Struck"


"Maryland Firefighters Have Close Call on Washington Beltway"

"Florida Firefighter Hit By Passing Car"

The longer the crash is in place, the longer response personnel are exposed to danger.

www.kentuckytroopers.com and www.firehouse.com

## Traveler Delay



5 min. of stopped traffic = 15 min. of delay

Number of Lanes in Each Direction	Shoulder Blocked	Lanes Blocked		
		One	Two	Three
2	81%	35%	0%	N/A
3	83%	49%	17%	0.00
4	85%	58%	25%	13%
5	87%	65%	40%	20%
6	89%	71%	50%	26%

**Percent Capacity Available**

Highway Capacity Manual 2000

## Traveler Delay is Costly



- ❖ Reduced productivity
- ❖ Increased cost of goods and services
- ❖ Increased fuel consumption



1 Lane of Interstate Blocked for 20 minutes = **\$10,000**


(LFUG Incident Management Manual)

**\$25.6 Billion**

The cost of traveler delay in 2000

## Basic Components of the Plan

- ❖ Mission Statement
- ❖ Goals
- ❖ Objectives
- ❖ Action Strategies
- ❖ Priority for Implementation




## Mission Statement

The mission of the Kentucky Transportation Cabinet (KYTC), with regard to incident management, is to improve safety and reduce traveler delay by implementing an effective, multi-agency incident management program.

## Goals


- 1) Improve the Safety of Responders and Motorists
- 2) Reduce Traffic Delay
- 3) Improve Motorist Awareness
- 4) Improve Responder Preparedness






## Objectives

- O1. To improve safety of motorists and workers during construction and maintenance activities**
- O2. To reduce the number of secondary crashes**
- O3. To increase the knowledge of motorists regarding the proper response to an incident**
- O4. To enhance training of responding agencies**




## Objectives (continued)

- O5. To reduce the number of responders injured or killed while working on an incident scene**
- O6. To reduce delays for motorists during construction and maintenance activities**
- O7. To speed the clearing of incidents and reopening of the roadway**
- O8. To improve planning and preparation for incidents**



## Objectives (continued)

- O9. To detect incidents and assess what is needed on the scene more quickly**
- O10. To speed the response and cleanup of hazardous material incidents**
- O11. To reduce the response time of agencies to the scene of an incident**
- O12. To improve the communication and coordination of all responding agencies**




## Objectives (continued)


- O13. To make more efficient and effective use of resources**
- O14. To improve the quality and quantity of information available to the public**
- O15. To improve the flow of information between responding agencies (on the scene) and the statewide Transportation Operations Center (TOC) or local traffic management center**
- O16. To improve information dissemination**

## Action Strategies and Priority

- ❖ **There are 49 Action Strategies in the Plan**
  - Brief Description
  - Steps to Implementation
  - Potential Obstacles
  - Objectives Met Through Implementation
- ❖ **Action Strategies are prioritized by *High*, *Medium*, and *Low* and by *Immediate* (1 year), *Mid-term* (2 to 3 years), and *Long-term* (3 to 5 years)**




## Action Strategies



- ❖ **Public Information Campaign**
- ❖ **Alternate Route Plans**
- ❖ **Vehicle Parking Plans**
- ❖ **Quick Clearance and Vehicle Removal**
- ❖ **Incident Reporting Hotline**
- ❖ **Communications Interoperability**
- ❖ **Interagency Training**
- ❖ **Traffic Control for Emergency Responders**



## Action Strategies



- ❖ Incident Management Task Force
- ❖ Local Incident Management Teams
- ❖ Post-Incident Debriefings
- ❖ Emergency Vehicle Lighting
- ❖ Freeway Service Patrols
- ❖ Cleanup of Small Fuel Spills
- ❖ Reference and Ramp Markers
- ❖ Share Strategic Plan
- ❖ End of Queue Warning

## Research Project: IM Strategic Plan Recommendations


➤ Chuck Knowles & KTC Staff

## State Planning & Research Project

*"Incident Management Strategic  
Plan Recommendations"*

**Objective:** to establish a multi-agency highway incident management program for Kentucky while identifying and implementing key action strategies from Kentucky's Highway Incident Management Strategic Plan

## State Planning & Research Project



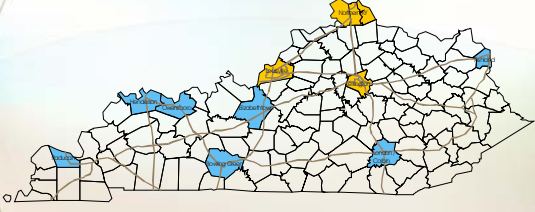
- Task 1: Formation of IM Task Force
- Task 2: Enhancement of Local IM Teams
- Task 3: Share Information on the IM program
- Task 4: Establish Performance Measures
- Task 5: Implement Action Strategy Steps

## Local Incident Management Teams & Initiatives

- ❖ Location of current IM Teams?
  - ❖ Previous knowledge
  - ❖ Email to ADDs
- ❖ Location of needed IM Teams?
  - ❖ Owensboro / Henderson
  - ❖ Elizabethtown
  - ❖ Bowling Green
  - ❖ London / Corbin
  - ❖ Paducah
  - ❖ Ashland



## Local Incident Management Teams & Initiatives



<b>URBAN</b>	<b>Possible Locations</b>	
NKY / Cincinnati	Paducah	Bowling Green
Louisville	Owensboro/Henderson	London/Corbin
Lexington	Elizabethtown	Ashland



## Local Incident Management Teams & Initiatives

- ❖ Kentucky Emergency Management has county-level incident management programs / teams
- ❖ Should we be trying to incorporate highway incident management into this program?
- ❖ If so, how can we go about doing that?

## Local Incident Management Teams & Initiatives

### ❖ List of Possible Initiatives



- ❖ Quick Clearance Legislation
- ❖ Expand / Cultivate the Local IM Teams
- ❖ Highway Crash Site Management – Interagency Training
- ❖ Communications Interoperability
- ❖ Educate on Hazmat Ordinance

## Local Incident Management Teams & Initiatives



### ❖ List of Possible Initiatives

- ❖ Emergency Response Vehicle Parking Plans
- ❖ Develop Local IM Strategic Plan
- ❖ Develop Alternate Routes
- ❖ Implement Detail Ramp & Reference Markers
- ❖ Host Post-Incident Debriefings

## Sharing Information on the IM Program

- ❖ Kentucky Sheriffs Association (December 10, 2005)
- ❖ Louisville Freeway I.M. Task Force (March 9, 2006)
- ❖ Northern Kentucky Incident Management Team (March 20, 2006)
- ❖ Towing & Recovery Association of Kentucky (April 29, 2006)

## Sharing Information on the IM Program

- ❖ Lexington Traffic Safety Coalition (May 10, 2006)
- ❖ Governor's Health & Safety Conference (May 10-11, 2006)
- ❖ State Police Summit (May 22-24, 2006) – proposal submitted
- ❖ APCO/KENA (September 5-7, 2006)
- ❖ KLC, KACO, and KY EMS Conference & Expo (To be determined)

## Sharing Information on the IM Program

- ❖ Kentucky Lifesavers Conference – April 24 – 26, 2006
  - ❖ *Staying Safe at the Scene of an Incident* (Emergency Traffic Control for Responders) – Jennifer Walton & Monica Barrett
  - ❖ *Improving Safety Through Effective Incident Management* – Chuck Knowles, Steve Cummins, & Tim Schoch



### Sharing Information on the IM Program

#### ❖ “How to Respond to an Incident” – for a driver approaching an incident

- ✓ Slow Down
- ✓ Move Over
- ✓ Stay Alert
- ✓ Be Patient
- ✓ Minimize Distractions
- ✓ Merge ASAP
- ✓ Don’t Tailgate
- ✓ Avoid the Area

### Sharing Information on the IM Program

#### ❖ “How to Respond to an Incident” – for a driver involved in a crash

- ✓ Stop Your Vehicle
- ✓ Move to the Shoulder or Off the Roadway if Possible
- ✓ Check to See if Anyone Needs First Aid
- ✓ Call the Police

### Sharing Information on the IM Program

#### ❖ “How to Respond to an Incident” – for a driver with a disabled vehicle

- ✓ Get Off the Roadway if Possible
- ✓ Turn on Your Emergency Flashers
- ✓ Turn on the Dome Light if Dark
- ✓ Tie Something White (or Bright Colored) to the Antenna or Window to Request Aid
- ✓ Stand Away From the Vehicle (if in the Roadway)
- ✓ Stay in Vehicle if on the Roadside

### Sharing Information on the IM Program

#### ❖ “How to Respond to an Incident” – methods to reach motorists

- ✓ Billboards
- ✓ Road Signs
- ✓ Web Sites
- ✓ PSAs
- ✓ State Map
- ✓ Gasoline Pump Stickers
- ✓ Education Pamphlets
- ✓ Bumper Stickers
- ✓ Drivers’ License Manual
- ✓ Info Packet When Renewing License

### Establishing Performance Measures

#### ❖ Primary Sources of Data:

- ❖ Crash Reports
- ❖ Archived Data
- ❖ Computer Models
- ❖ Estimation Procedures
- ❖ Traffic Flow Sensors
- ❖ Dispatch Logs



### Establishing Performance Measures

#### ❖ Performance Measures from the Literature Review

- ❖ Total number of responses per agency
- ❖ Response time
- ❖ Traveler delay time
- ❖ Clearance time / crash duration
- ❖ Number of crashes
- ❖ Number of secondary crashes

### Establishing Performance Measures

- ❖ Performance Measures from the Literature Review
  - ❖ Number of service patrol assists
  - ❖ Air quality
  - ❖ Fuel consumption
  - ❖ Detection & verification time
  - ❖ Coordination among agencies
  - ❖ Cost associated with response, management, & clearance of crashes

### Establishing Performance Measures

- ❖ Performance Measures from the Literature Review
  - ❖ Number of service patrol assists
  - ❖ Air quality
  - ❖ Fuel consumption
  - ❖ Detection & verification time
  - ❖ Coordination among agencies
  - ❖ Cost associated with response, management, & clearance of crashes

### Establishing Performance Measures

- ❖ Possible Performance Measures from the IMSP
  - ❖ Injuries / Fatalities in Work Zones
  - ❖ Number of Secondary Crashes
  - ❖ Number of responders injured or killed at an incident scene
  - ❖ Traveler Delay in Work Zones
  - ❖ Time to Reopen the Roadway
  - ❖ Record of Incident Management Training

### Establishing Performance Measures

- ❖ Possible Performance Measures from the IMSP
  - ❖ Time to Detect Incidents
  - ❖ Time to Respond and Clear HazMat Incidents
  - ❖ Time to Respond to an Incident
  - ❖ Number of After-Action Reviews
  - ❖ Amount and Type of Info Available to the Public


### Establishing Performance Measures

- ❖ Possible Performance Measures from the IMSP
  - ❖ Record of Incident Info Flowing to TOC or Local TMC
  - ❖ Record of Incident Info for Dissemination
  - ❖ Motorist Survey
  - ❖ Responder Survey



### Action Strategies for Implementation

- ❖ What Course of Action Should be Taken for This Task?
  - ❖ *Option #1:* Implement Some Low-Cost Action Strategy Steps as Directed by the Task Force
  - ❖ *Option #2:* Identify the Responsible Agencies and Approximate Cost for Each of the Action Strategies



## Other Business

➤ Chuck Knowles

## Review of Action Items / Next Meeting

➤ Chuck Knowles





## Kentucky's Highway Incident Management Interagency Agreement

This agreement between the parties listed below is to provide the formation of an Incident Management Task Force under the Governor's Executive Committee on Highway Safety. The mission of the Task Force is to improve safety and reduce delay on Kentucky's roadways by providing oversight and direction to Kentucky's Highway Incident Management Strategic Plan. The Task Force will work to implement the following goals as outlined in Kentucky's Highway Incident Management Strategic Plan:

- Improve safety of responders, highway workers, and motorists
- Reduce traffic delay
- Improve motorist awareness of highway incidents
- Improve responder and highway worker preparedness

Each party hereto has caused this agreement to be executed in its name and its behalf by its duly authorized officer or agent as of this 7<sup>th</sup> day in the month of March and year 2006.

\_\_\_\_\_  
Chuck Knowles  
Deputy State Hwy Engineer  
KY Transportation Cabinet

\_\_\_\_\_  
Dan Able  
Executive Director  
KY State Medical Examiners

\_\_\_\_\_  
Maxwell C. Bailey  
Director  
KY Emergency Management

\_\_\_\_\_  
Steve Becraft  
President  
KY Assoc. of EMTs



## Kentucky's Highway Incident Management Interagency Agreement

\_\_\_\_\_  
Craig Birdwhistell  
Executive Director  
KY Assoc. of Chiefs of Police

\_\_\_\_\_  
Brian Bishop  
Executive Director  
KY Board of EMS

\_\_\_\_\_  
Scott Burrows  
President  
Towing & Recovery Assoc. of KY

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Ronnie Day  
Director  
State Fire Commission

\_\_\_\_\_  
Robert Francis  
  
KY Dept. of Envir. Protection

\_\_\_\_\_  
Doug Hamilton  
Chairman  
Freeway IM Task Force (Louisville)

\_\_\_\_\_  
Mark Harrison  
President  
KY Ambulance Providers Assoc.

\_\_\_\_\_  
Wendell Hatfield  
President  
KY Emergency Number Assoc.

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Ron Herrington  
Chairman  
Traffic Safety Coalition (Lexington)

\_\_\_\_\_  
Greg Howard  
Commissioner  
KY Vehicle Enforcement





## Kentucky's Highway Incident Management Interagency Agreement

\_\_\_\_\_  
Richard Janke  
Chairman  
Regional IM Task Force (NKY)

\_\_\_\_\_  
Allen Johnson  
President  
KY Firefighters Assoc.

\_\_\_\_\_  
Bill May  
Executive Director  
KY Sheriff's Assoc.

\_\_\_\_\_  
Mark Miller  
Commissioner  
KY State Police

\_\_\_\_\_  
Sandy Ott  
President  
APCO

\_\_\_\_\_  
Bruce Roberts  
President  
KY Professional Firefighters Assoc.

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Jose Sepulveda  
KY Division Administrator  
Federal Highway Administration

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Ned Sheehy  
President  
KY Motor Transport Assoc.

\_\_\_\_\_  
Frankie Shuck  
President  
KY Assoc. of Fire Chiefs